

CONSTITUTION OF WEST ORLANDO GOLF CLUB

1. NAME AND STATUS:

- a. The name of the Club shall be WEST ORLANDO GOLF CLUB (hereafter referred to as "THE CLUB")
- b. Word importing the masculine gender shall include the feminine gender and vice versa. Words importing the singular number shall include the plural and vice versa.
- c. The Club shall be a corporate body having legal personnel with perpetual succession and the capacity to acquire rights as part and distinguished from its members and shall be capable of suing and being sued in its own name and all summonses, notice and other processes required to be served on it shall be served at the Club House.

2. AIMS AND OBJECTIVES:

The aims and objectives of the Club are as follows:

- a. To promote, encourage and stimulate interest in the game of Golf generally;
- b. To establish, maintain and manage a social sporting club;
- c. To foster the spirit of sportsmanship amongst members and others
- d. To encourage members to participate in tournaments organized by regional, provincial, national and international bodies with similar aims and objectives.
- e. To provide, maintain and manage such premises, buildings, structures, equipment and convenience and to engage such officers and staff as may be necessary for the establishment, maintenance and management of a social and sporting club;
- f. To provide catering, refreshment and bar facilities for members and guests on such conditions as the Executive Committee may decide from time to time and to apply for and obtain Licenses for such purposes;

- g. To purchase, lease or otherwise acquire interest in any land, building or property, real and personal which may be required for purposes of or may be capable of being used in connection with the objectives of the Club;
- h. To borrow and raise money in such manner and subject to such conditions as the Club shall deem fit and for that purpose to bind the whole or any part of the property, assets and revenue of the Club both present and future;
- i. To do all things and carry out all such undertakings as may be necessary or desirable for or incidental to the objectives of the Club;
- j. To open and operate a banking account or other accounts and to draw, make, accept, endorse, discount, execute and issue cheques, promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable or transferable instruments.

Provided that the income and assets of the Club whatsoever shall be applied solely towards the promotion of the objectives of the Club as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of profit, dividend, bonus or otherwise howsoever to any member or members of the Club unless it be by way of refund of expenses properly incurred by him/them on behalf of the Club

3. **CLASSES OF MEMBERS:**

Members of the Club shall be confined to:-

- a. Honorary life members
- b. Ordinary members
- c. Pensionery members
- d. Junior members
- e. Corporate members

4. CLASSES OF MEMBERS DEFINED:

The classes of members of the Club are defined as follows:

- a. Honorary life members shall be such person elected by the members in a general meeting on the recommendation of at least 80% of the members of the Executive Committee provided that no member shall be eligible for election as an Honorary life member unless such member has:-
 - I. Enjoyed twenty years of an unbroken ordinary membership
 - II. Served on the Executive Committee for not less that five years; or
 - III. For any outstanding service to the Club which the Executive Committee considers worthy of this great honour. Honorary life members shall not pay any subscription.
- b. Ordinary members shall be men and women over the age of 18 years;
- c. Pensioner members shall be such ordinary members over the age of sixty years who have retired from active employment in their profession, business undertaking or other calling and who have been members on=f the Club during the immediate preceding period of not less that ten years.
- d. Junior members shall be members consisting of the son, daughters and/or wards of member of the Club under the age of 18 years and such boys and girls under that age as the Executive Committee agreed to admit for membership. Such members shall not be qualified to vote at any meetings of the Club;
- e. Corporate members shall be those corporations unanimously elected by the members of the Executive Committee.

5. APPLICATION FOR MEMBERSHIP

- a. In respect of new members excluding corporate members, honorary life members, pensioner members or an ordinary member of the Club such person shall apply to the Secretary for an application form;

- b. No member shall act as proposer or seconder to new application for membership until such person has been a member of the Club for at least two years.
- c. The applicant shall complete the application form as prescribed from time to time by the Executive Committee. The form shall also be signed by the proposer and seconder to whom the applicant shall be personally well known. The names of applicants for membership shall be placed on the Notice Board and be exhibited thereon for a period of at least seven days before the hearing of the application;
- d. An applicant whose application shall have been dealt with and accepted as a member shall immediately on being notified of his acceptance pay the entrance fee currently payable at date election together with the subscription in respect of the first year of membership of the Club.
- e. Any objection of an application for membership shall be in writing and shall be forwarded to Secretary at least three days before the date of the hearing of the application;
- f. In respect of corporate members each shall be nominated by a member of the Executive Committee who shall personally vouch for the suitability of his nominee;
- g. In the event of a person being accepted after the 30th June in any year, the Executive Committee shall have the right to prorate the annual subscription.

6. **REGISTER OF MEMBERS:**

A register of members shall be kept at the Club House premises which shall be opened to the inspection of members. Each member shall notify the Secretary in writing of an address to which notices may be sent and failure to do so shall constitute a waiver of any right to receive notices.

7. ENTRANCE FEE AND SUBSCRIPTIONS:

- a. The amount of entrance fees and subscription fees payable by members of the Club shall be determined by the Executive Committee from time to time;
- b. The annual fee payable by pensioner members shall be 75% of the fee payable provided that the Executive Committee shall have the right on proper application to fix an appropriate amount.
- c. Any member whose subscription shall be in arrears for a period of six weeks shall be notified accordingly by a hand delivered post and failing payment of the arrears subscription within a period of two weeks from the date of such notice, the name of the member shall be posted on the Club's notice board. If after the expiration of two weeks from the date that the members' name is posted on the notice board the arrears subscription still remains unpaid the member shall forthwith cease to be a member of the Club and his name shall be removed from the register of members.

8. LIABILITY OF MEMBERS

The liability of members is limited to the amount of the subscriptions and any money that may owe by them to the Club.

9. RESIGNATION

Any member may tender his registration in writing to the Executive Committee which shall be accepted provided that all subscriptions and amounts due to the Club have been paid. The Executive Committee shall have the right to waive the annual subscriptions for the succeeding for the succeeding year where a resignation in tendered during the month of April.

10. EXPULSION AND SUSPENSION OF MEMBERS:

If it should come to the notice of the Executive Committee that any member of the Club has been guilty of improper or unworthy conduct and if the Executive Committee be satisfied that such member is by reason of such conduct undesirable as a member it shall be competent for the Executive Committee to take one of the under noted lines of action:

- a. To convene a disciplinary hearing to hear such complaint against such member and to accept recommendations from the disciplinary committee;
- b. Depending on the recommendations of the enquiry to suspend the member from the exercise of the privileges of membership for such period as the Executive Committee may think fit;
- c. To call upon such member to resign;
- d. Expel and declare a member ineligible for re-election which decision must be taken at a meeting of the Executive Committee called to consider the proposed expulsion. Such vote shall be by ballot and not by a show of hands and be supported by a two third majority of the Executive Committee.

11. **EXECUTIVE COMMITTEE**

The Club shall be governed and its affairs managed and administered by the Executive Committee of the Club which Committee shall be elected at each Annual General Meeting.

12. **COMPOSITION OF EXECUTIVE COMMITTEE AND THEIR DUTIES:**

The Executive Committee shall be drawn from ordinary, pensioner and honorary life members of the Club and shall consist of :-

- a. *Chairperson* - The Chairperson shall preside over all meetings, functions and gatherings organized by the Club. He shall perform or assume such duties or actions as he shall deem necessary for the promotion and protection of the aims and objectives of the Club and such other duties as shall be entered to him from time to time. He shall be accountable to the annual general meeting for his actions;
- b. *Vice-Chairperson* - He shall perform all duties allocated to the Chairperson in the absence of the Chairperson and shall at all times deputise for the Chairperson;

- c. *Secretary* - The Secretary shall be responsible to the Annual General Meeting for his actions. He shall carry out or see that provisions of the Constitution, rules and regulations of the Club together with all resolutions adopted by the Club are observed or carried out by all members. He shall keep proper and true records of all minutes and register of all members of the Club;
- d. *Treasurer* - The Treasurer shall be responsible for receiving moneys paid to the Club by members. He shall be responsible to deposit all such moneys which are immediately needed at the Club's bank account. He shall issue receipts for all money received;
- e. *Organizing Secretary* - The Organizing Secretary shall be responsible to the Executive Committee and shall be responsible for organizing of Tournaments, procurement of sponsorship for tournaments and for such matters as shall be deemed necessary and relevant to the fulfillment of his duties;
- f. *Captain* - The Captain shall be responsible for all open and close Club competitions. He shall accept and make challenges to other Clubs and shall keep a close watch on the handicaps and performances of members;
- g. *The Vice-Captain* - The Vice-Captain shall assist the Captain in all respects and shall be accountable to the Captain as well as to the Executive Committee;
- h. *Two additional members.*

13. **POWER OF THE EXECUTIVE COMMITTEE:**

The Executive Committee shall have full power and authority to do any act which could or might be done by the Club, accepting such matters as are in these Rules specially reserved to be dealt with at a general meeting of members and in addition to the general power and authority in hereby conferred on the Executive Committee and without anyway limit in the generality of such powers and authorities the Executive Committee shall have the following special powers.

- a. To make and give receipts, releases and other discharges for moneys payable to the Club and for the claim and demands of the Club and except where otherwise provided in the rules such receipts shall be signed by the treasure or some person acting in the place of the Treasure;
- b. To open a banking account in the name of the Club and draw, accept, endorse, make and execute bills of exchange, promissory notes, cheques and other negotiable instruments shall be signed Chairperson/Secretary/Treasurer or such other person or persons as may from time to time be nominated by the Executive Committee. Provided that the Treasurer may be authorized by the Executive Committee to sign cheques for petty cash for amounts not exceeding R 250-00 as to maintain the petty cash at the level subject to the review of the cheques by the Executive Committee;
- c. To purchase and acquire any immovable and compromise and settle any actions or any other proceedings in any Court of law and to submit any claims by or against the Club and any dispute to arbitration;
- d. To institute, defend, carry on, abandon compromise and settle any actions or any other proceedings in any other Court of law and submit any claims by or against the Club and any dispute to arbitration;
- e. To take disciplinary action against any member owing money to the Club including the right to take legal proceedings for the recovery thereof;
- f. To authorize any two members of the Executive Committee to act and sign any document on behalf of the Club as indicated by the empowering resolution on=f the Executive Committee;
- g. To fill any casual vacancy occurring in the appointment as accounting officer to the Club;
- h. To impose, alter or rescind entrance fees and subscription and to vary or relate the amount payable under these headings;
- i. To vote from the funds of the Club such amounts as they may decide as an honorarium or bonus to appointees, officials or servant or as subscriptions to any charitable or other fund as well as the power to deal with the funds without the approval of members in the general meeting;

- j. To appoint, dismiss, suspend and/or otherwise deal with the employees and servants of the Club;
- k. To appoint, dismiss, suspend and/or otherwise deal with the employees and servants of the Club;
- l. To appoint sub-committees for any purpose and to delegate such sub-committees such powers as may be desirable. No one person shall act as Chairperson of more than one sub-committees;
- m. To make, vary and repeal by-laws for the regulation of the affairs of the Club, its members, officers and servants, provided that such by laws do not conflict with the rules of the Club;
- n. To vary or suspend the rules and by-laws dealing with the introduction of guests of special occasions;
- o. To co-opt at their discretion a member or members for any purpose;
- p. To do all such acts not in consistent with this Constitution in the interest of the Club;
- q. To fill any vacancy on any committee by co-option of a member to hold office until the expiration of office predecessor;
- r. The quorum of a meeting of the Executive Committee shall be two third of its members.

14. **FORFEITURE:**

Any member of the Executive Committee absenting himself without leave for more than three ordinary meetings due notice thereof having been given shall cease to be a member of the Executive Committee.

15. **MEETINGS**

There shall be the following forms of meetings:

- a. Annual General Meetings

- b. Ordinary Meetings
- c. Special General Meetings

16. **ANNUAL GENERAL MEETINGS**

An Annual General Meeting of members of the Club shall be held in the Club premises not later than the 28th / 29th day of February each year and notice of meeting shall be posted on the Club Notice Board at least 14 days prior to such meetings;

17. Notice of any resolution to be proposed at an Annual General Meeting other than the ordinary business of the meeting must be signed by at least two members and lodged with the Secretary at least seven days before the date fixed for the said meeting and by him posted forthwith on the Club Notice Board.

18. **BUSINESS AT ANNUAL GENERAL MEETING**

The business to be conducted at the Annual General Meeting shall be:

- a. To confirm the minutes of the previous general meeting;
- b. To receive and consider the Auditors/Financial statements for the preceding year;
- c. To receive and consider the report of the outgoing Executive Committee;
- d. To elect incoming Executive Committee;
- e. To consider a resolution concerning the affairs of the Club of which due notice shall have been given;
- f. To approve of bonuses honorarium that may be paid to some official, donations, grants and investments of the funds of the Club for purposes calculated to promote interest of the Club;
- g. To record applications for membership and registration fees.

19. SPECIAL GENERAL MEETING:

The Executive Committee may at any time call an extra ordinary special general meeting of the Club by giving notice of the day and hour thereof which shall be posted on the Club Notice Board for at least 14 days prior to us meeting. Such notice shall specify the object for which the meeting is called.

The Executive Committee shall in like manner call such meeting on receipt of a requisition signed by ten members specifying the object for which such meeting is called. No business other than that so specified shall be transacted at such meeting by any resolution but any resolution strictly relating into such business may be submitted to such meeting.

20. QUORUM:

The quorum for all annual and special general meetings of the Club shall be ten members present in person and should no quorum be present within ten minutes of the time fixed for the meeting, the meeting shall stand adjourned to the same place, date and hour in the next ensuing week and at such adjourned meeting, members present shall be deemed to be a quorum for the transaction of the business of the meeting.

21. In the case of a general meeting called by requisition of members if no quorum is present within ten minutes of the time specified for the meeting it shall be finally dissolved.

22. ORDINARY MEETING

- a. All ordinary meetings of members of the Club shall be held on the last Sunday of each month at the Club House;
- b. All ordinary meetings shall commence at 10hr00. The quorum for ordinary meetings shall be ten members.

23. METHODS OF VOTING

Voting at all meetings of the Club shall be by show of hands.

24. AMENDEDMENT OF CONTITUTION AND RULES

No amendment of this Constitution or its Rules and Regulations shall be made unless at a properly constituted general meeting and then only by a clear two third majority of all members of the Club present at such meeting and entitled to vote.

25. GUESTS

The names and addresses of all guests shall be entered in the guest register by the member introducing such guest or guests. Guests may only use the facilities of the Club accompanied by a member unless prior arrangements have been made with the Secretary or a member of the Executive Committee.

26. INDEMNITY:

Members of the Executive Committee, Secretary and other officers and office bearers for the time being of the Club and all other people duly mandated shall be indemnified and held harmless by the Club from and against all actions, costs, charges, losses, damages and expenses which they or any of them shall or may incur or sustain by or by reason of any acts done concurred in or omitted in or about the execution of their respective offices or trust except such if any as they shall occur or sustained by or through their own willful neglect or default respectively and none of them shall be answerable for the acts, receipts, neglects or defaults of the other or others of them for joining in acts for the sake of conformity or for any Treasurer, bankers or other persons with whom any moneys or effects belong to the Club shall or may be lodged or deposited for safe custody or for insufficiency or damage which may happen in the execution of the respective offices or trust in relation thereto unless the same shall happen by or through their own willful neglect, default or dishonesty respectively.

27. INTERPRETATION OF CONSTITUTION

In the case of doubt as to the meaning or interpretation of this Constitution, the Executive Committee shall be the final arbiter and its decision shall be binding upon members and should any question arise which is not provided for therein the Executive Committee shall have the power to determine the same.

28. TITLE FORCE AND EFFECT

This Constitution shall be referred to as the 1994 Constitution and shall be in force and effect from the 1st day of April and repeals and abrogates all former documents which purport to be or are in contrast with this Constitution.

29. DISSOLUTION

The Club may not be placed in liquidation, dissolution or wound up except by a two thirds majority vote of the member sitting and voting with the Executive at a general Meeting or a Special General Meeting called for that purpose. In the event of a resolution of dissolution or winding up being passed, a liquidator shall be appointed by that Meeting with directions as to the disposal of the remaining assets of the Club in terms of this clause after settlement of all moneys owed to and by the Club. The remaining assets of the Club shall not be shared or distributed amongst its members but shall be created into a trust fund which shall assist in the education of any deserving pupil without consideration of the pupil's race, color, creed or religion.

**PROPOSED CODE OF CONDUCT FOR MEMBERS AND STAFF OF
THE WEST ORLANDO GOLF CLUB**

1. No member shall conduct himself in such manner as will, in the opinion of the committee, be injurious to the character or interest of the Club or render him/her unfit to associate with the members of the Club
2. No member shall conduct himself/herself in an improper, dishonest or unsportsmanlike manner both on the Club premises and on Golf Club.
3. No member shall introduce into the Club premises any person(s) whose presence therein shall be prejudicial to the interest or reputation of the Club or objectionable to the members or any member of the Club, whether within the Club's precincts or outside them. No visitors under the age of 18 years shall be introduced into the Club
4. The Club Secretary shall keep a register of members of the Club as well as a Visitor's Book. Each member introducing to the Club premises a non-member visitor shall enter the full names and addresses of such visitor in the Visitor's Book.
5. No member shall enter the Club premises whilst under the influence of alcohol nor shall such member introduce to the Club premises visitors who are in a drunken state. The behaviour on the Club premises shall always be the responsibility of the introducing member.
6. No member or his visitor shall remove from the Club premises any dishes, cutlery, crockery, glasses or other utensils owned by the Club or destroy such property.
7. No member or his visitor shall urinate on or outside the Club premises other than in the Club toilets.
8. A member shall promptly and on demand pay to the Club assistant/employee all charges and moneys owing in respect of food, alcohol beverages and other beverages consumed by such member or his visitors whilst on the Club premises. All accounts incurred by visitors shall be the responsibility of the introducing member.

9. The services referred to above shall be available to members and their visitors only during the official business hours of the Club which shall be between 07hr00 to 24hr00 or such times as the Club may determine from time to time.
10. No member shall without just cause fail to make payment of moneys due to the Club after due notice. A member shall at all times be up to date with his/her entrance fees, subscription fees or any other moneys levied by the Club or owing to the Club.
11. A member shall at all times show respect, courtesy and honesty to other members both on and off the Club premises and shall at all times obey reasonable instructions or orders of the Club and Club officials.
12. All Club members shall attend Club meetings, Club events or funerals of deceased Club members punctually unless there exist a just excuse for not doing so.
13. No member shall willfully disobey the Club's Constitution or any Rule or Regulation of the Club.
14. No member shall himself/herself guilty of conduct in any way offensive to the Club or to members or officials of the Club.
15. A member who is expelled for misconduct shall forfeit all privileges of membership and all rights against the Club.
16. The above shall for the time being constitute the code of conduct of the Club until repealed or amended by the Club from time to time. The above code of conduct shall also extend to present and future employees of the Club.
17. Any member, who contravenes any of the provisions of the above code of conduct, shall be subjected to the usual disciplinary powers of the Club as contained in the Constitution, Rules and Regulations of the Club in force.

DATED at JOHANNESBURG on the 27th day of MARCH 1991 and prepared by SEUN MOSHIDI for adaption by the Club.

WEST ORLANDO GOLF CLUB
APPLICATION FOR MEMBERSHIP

1. First Name/s -----

2. Surname -----

3. Home Address -----

4. Postal Address -----

5. Home Telephone Number -----

6. Bus/Employment Address -----

7. Work Tel/Fax Number -----

8. Marital Status -----

9. Are you a Member of any other Golf Club? If so state name of the Club
and Membership Number -----

10. Did you belong to any other Golf Club? If so state when and the reason why
you left that Club -----

11. What is your present handicap -----

12. If your application is accepted what would you like to do to serve the Club?

13. Do you undertake to attend meetings, tournaments and functions of the Club, time and circumstances permitting?

14. Please set out in brief what made you apply for membership of this Club

15. Give two names of existing Club member to whom you are known. Whose signature must appear below as proposers:

1. -----
2. -----

DATED at ----- on the ----- day of -----19----

SIGNED ----- PROPOSERS: 1. -----
APPLICANT 2. -----

NB. A handling fee of R5.00 which is non refundable must accompany this application.